DGS-550-1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE 1278

PAGE NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Dept. of Housing & Com. Dev., Community Assistance Admin., Office of Community Services

	AG EN CY	DIVISION
ltem No.	Description	Retention
1	Office of Community Services Administrative Records	
	These files document the history of the Office of Community Services. These files include budgets and budget planning documents, audit records, Community Services Block Grant application packages, goals, objectives and workplans, and State Plans submitted for the Community Services Block Grant Program.	Retain permanently Transfer periodically to the State Archives.
2	Community Action Agencies Grant Records	
o	Community Action Agencies records for the following grant programs: Community Services Block Grant (CSBG), Emergency Community Services Homeless Grant Program (EHP), General Funds Supplement, Community Food and Nutrition (CFN), and Supplemental Drug Abuse Prevention Grant Program. Records include applications and grant agreements for these programs, correspondence, monitoring reports, quarterly programmatic reports and financial reports.	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.
3	Emergency Shelter Grant	
	Records on local government Emergency Shelter Grants. Files include applications, grant agreements, correspondence and monitoring reports.	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.
1 1		
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Schedule Approved by Department, Agency, or Division Representative Schedule Authorized by Hall of Records Commission

1 OPM 9M 1A REV. 2-75

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1278

PAGE NO.

2 of 2.

		No. 2 01 2
No.	Description	Retention
4	Neighborhood Housing Services	
	Neighborhood Housing Services organization records. Files include grant agreements, correspondence, and monitoring reports.	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.
5	Family Child Care Provider Grant Program	
	Records on Family Child Care Provider Grant Program grants to individuals for home day care. Files include applications, grant agreements, correspondence, and monitoring reports.	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.
		fulfilled, then destroy.
6	Maryland Association of Community Action Agencies (MACAA) Housing Grants	
	Records of Maryland Association of Community Action Agencies (MACAA) Housing Grants to Community Action Agencies. Files include applications, grant agreements, correspondence, and monitoring reports.	Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.
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INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 1 OF 6			
Housing & Community Dev.	2. DIVISION Community Assi		Office of Community Services			
DEFINITION-RECORD SERIES - A GROUP	DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Office of Community Services A	Administrative Re	cords	8. EARLIEST YEAR/LATEST YEAR 1985 TO 1991			
These files document the history of the Office of Community Services (formerly the Community Services Administration of the Department of Human Resources). These files include budget and budget planning documents, audit records, Community Services Block Grant application packages, goals and objectives, and State Plans submitted for the Community Services Block Grant Program.						
7. RECORD SERIES FORMAT(S) 8.LETTER SIZE D MICROFILM	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S)			
LEGAL SIZE COMFUTER TAPE IND BOOK D FLOPPY DISK	□ NUMERICAL □ CHRONOLOGICAL		7 D MICROFILM REEL(S) 7 D COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)			
D AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY)	□ GEOGRAPHICAL □ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION IF FILE DRAWER(S) 1			
D DAILY WEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S) D YEAR(S)			
13. CURRENT LOCATION(S) (ELDG.,FLOOR,ROOM) 45 Calvert Street, Room 284 Annapolis, MD 21401		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) U YES & NO				
IS. ACCESS RESTRICTIONS THE YES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE D STATE D FEDERAL D INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BETEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) O YES NO		18. RECOMMENDED RETENTION Retain Permanently.				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	UMBER	21. DATE			
Charles Smallwood, Director	(301) 974-3416		April 22, 1991			
DGS 550-4 (REVISED 2/87)						

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTURY PAGE 2 OF 6	
	JESSUP, MARYLAND 20794			
1. FARTMENT/AGENCY	2. DIVISION		3. UNIT	
Housing & Community Dev. DEFINITION-RECORD SERIES-A GROUP		sistance Admin.	Office of Community Services	
DEFINITION-RECORD SERIES-	CE AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES .	
4. RECORD SERIES TITLE Community Action Agencies Gra	ant Records		8. EARLIEST YEAR/LATEST YEAR 1986 TO 1991	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
Community Action Agencies records for the following grants: Community Serivces Block Grant (CSBG), Emergency Community Services Homeless Grant (EHP), General Funds Supplement, Community Food and Nutrition (CFN) and Supplemental Drug Abuse Prevention. Records include grant agreement and applications for these programs, correspondence, monitoring reports, quarterly programmatic reports and financial reports.				
LETTER SIZE D MICROFILM LEGAL SIZE D COMPUTER TAPE D ND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL		FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER COTHER(SPECIFY) BOXES	
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	IFY)	FILE DRAWER(S)	
			3 DMICROFILM REEL(S)	
			. O OTHER (SPECIFY)	
DAILY WEEKLY	D MONTHLY		S INACTIVE AFTER WONTH(S) WEAR(S)	
45 Calvert Street, Room 284 Annapolis, MD 21401		14. IS RECORD SERIES DUPLICATED ELSEWHERE? [IF YES, SPECIFY AGENCY OR OFFICE] [I YES INO]		
18. ACCESS RESTRICTIONS TYES NO		16. AUDIT REQUIREMENTS		
(IP YES, CITE LAB(S) & REGULAT	100(8)	O NONE STATE S FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/BOFTWARE)		18. RECOMMENDED RETENTION		
O YES NO		Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE N	UMBER	21. DATE	
Charles Smallwood, Director	(301) 974-3416		April 22, 1991	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GI RECORDS MANAGEI 7278 WATEI P.O. BO JESSUP, MAR	MENT DIVISION RLOO ROAD DX 278	AGENCY RECORDS INVENTURY PAGE _3 OF _6_	
1. FARTMENT/AGENCY Housing & Community Dev.	JESSUP, MARYLAND 20794 2. DIVISION Community Assistance Admin.		3. UNIT Office of Community Services	
DEFINITION-RECORD SERIES-			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Emergency Shelter Grant		ENTION AND DISPOS	B. EARLIEST YEAR/LATEST YEAR 1986 TO 1991	
6. RECORD SERIES DESCRIPTION (BR	IKPLY DESCRIBE THE THE SERIES.	E TYPES OF INFORM. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
Records on local government E grant agreement, corresponden			nclude applications,	
T. RECORD SERIES FORMAT(S) LETTER SIZE D MICROFILM LEGAL SIZE D COMFUTER TAPE ND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL		FILE DRAWER(S) D MICROFILM REEL(S) 4 D COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)	
O AUDIO TAPE O VIDEO TAPE OTHER(SPECIFY)	GEOGRAPHICAL OTHER(SPECIFY)		10. ANNUAL ACCUMULATION IF FILE DRAWER(S) 1	
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13. CURRENT LOCATION(S) (ELDG.,FLOOR,ROOM) 45 Calvert Street, Room 284 Annapolis, MD 21401		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES D'NO		
15. ACCESS RESTRICTIONS U YES (IF YES, CITE LAB(S) & REGULAT	*	16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BETEFLY AND DESCRIBE ANY HARDBARE BOFTWARE) D YES DO NO		Retain for three (3) years from the conclusion of the term of the grant agreement and/or until all audit requirements are fulfilled, then destroy.		
Charles Smallwood, Director			21. DATE April 22, 1991	
DGS 550-4 (REVISED 2/87)	DGS 550-4 (REVISED 2/87)			

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTURY PAGE 4 OF 6	
	JESSUP, MARYLAND 20794			
1. FARTMENT/AGENCY	2. DIVISION	aistanas Dimin	3. UNIT	
Housing & Community Dev. DEFINITION-RECORD SERIES-A GROUP	_	sistance Admin.	Office of Community Services	
DEFINITION-RECORD SERIES-	CE AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE	• •		B. EARLIEST YEAR/LATEST YEAR	
Neighborhood Housing Services			от	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)				
Neighborhood Housing Service correspondence and monitoring		ords. Files incl	lude grant agreements,	
			·	
•	•			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES			
LETTER SIZE MICROFILM	alphasetic		9. VOLUME DFILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE		:AL	□ MICROFILM REEL(S)	
	D NUMERICAL		1 COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)	
ND BOOK D FLOPPY DISK	CHRONOLOGI	•	· OTHER(BPECIFI)	
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OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S) 1/2 DMICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED ,		12. FILE PECOLE	S INACTIVE AFTER	
DAILY WEEKLY	□ MONTHILY	1 🗀 1	WONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 45 Calvert Street, Room 284 Annapolis, MD 21401		NUMBER 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES & NO		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS NONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED	D RETENTION	
O YES D NO		Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Charles Smallwood, Director	(301) 974-3416		April 22, 1991	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 5 OF 6	
1. FARTMENT/AGENCY	2. DIVISION		3. UNIT	
Housing & Community Dev.		istance Admin.	Office of Community Services	
DEFINITION-RECORD SERIES-A GROUP	-	1	AND USED AS A UNIT FOR	
REFERENCE	E AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE Family Child Care Provider Gra	ant Program		8. EARLIEST YEAR/LATEST YEARTO	
6. RECORD SERIES DESCRIPTION (BRI		E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
IN THE STREET	THE SERIES.	. INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES	
Records on Family Child Care Provider Grant Program grants to individuals for home day care. Files include applications, grant agreements, correspondence and monitoring reports.				
•	•			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	Ø ALPHABETIC	CAL	FILE DRAWER(S) MICROFILM REEL(S)	
V LEGAL SIZE COMPUTER TAPE	D NUMERICAL		1/2 COMPUTER TAPE(S)	
ND BOOK D FLOPPY DISK	□ CHRONOLOGI	ICAL,	NUMBER D OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	IFY)	□ File DRAWER(S)	
			0 MICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S) . COMPUTER TAPE(S)	
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DAILY D WEEKLY	D MONTHLY	NUMBER D A	CONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 45 Calvert Street, Room 284 Annapolis, MD 21401		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES D NO		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT	***	16. AUDIT REQUIREMENTS NONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED	RETENTION	
O YES D NO		Retain for three (3) years from the conclusion of the term of the grant agreement and/or until audit requirements are fulfilled, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	UMBER	21. DATE	
Charles Smallwood, Director	Charles Smallwood, Director (301) 974-3		April 22, 1991	
DGS 550-4 (DEVISED 2/87)		<u> </u>		

A Comment				
SEPARATE FORM FOR EACH NEW OR RECORDS		ENERAL SERVICES MENT DIVISION RIOG BOAD	AGENCY RECORDS INVENTORY PAGE _6 OF _6_	
(DG 80-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794			
I. DEFARTMENT/AGENCY	2. DIVISION	!	3. UNIT	
Housing & Community Development	Community Ass	istance Admin.	Office of Community Services	
	OF RELATED RECOR		AND USED AS A UNIT FOR	
. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
MD. Asso. of Community Action	Agencies Housin	g Grant	<u> 1989</u> TO <u>1991</u>	
	THE SERIES. on ofCommunity A	ction Agencies (ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES; MACAA) Housing Grants to agreements, correspondence.	
		·		
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	D ALPHABETIC	CAL	FILE DRAWER(S)	
AL SIZE COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S) COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	IFY)	FILE DRAWER(S)	
	•		1 · D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
1. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY DWEEKLY	□ MONTHLY	1 D MONTH(S) D YEAR(S)		
3. CURRENT LOCATION(S) (BLDG.,FL	.OOR, ROOM)	14. 1S RECORD SERIES DUPLICATED ELSEWHERE? (1F YES, SPECIFY AGENCY OR OFFICE) U YES U NO		
5. ACCESS RESTRICTIONS - YES	. □ NO	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULAT	10N(s)	O NONE O STATE O FEDERAL O INDEPENDENT		
7. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
. Tes D No		Retain for three (3) years from the		
,			the term of the grant Nor until all audit	
		requirements are fulfilled, then destroy.		
. NAME AND TITLE OF PREPARER 20. TELEPHONE No. (301) 974-34			21. DATE	
Julie Dilector	(301) 974-34	±10	April 22, 1991	

DGS 550-4 (REVISED 2/87)